



Denise Juneau, Superintendent
Office of Public Instruction
Traffic Education Programs
PO Box 202501
Helena, MT 59620-2501
www.opi.mt.gov

TE03 CERTIFICATION

[send with TE04]

Traffic Education Programs

(Notice of Participation--Goldenrod)

(Notice of Completion--Green)

(Reimbursement Request--White)

For the Period July 1, _____ to June 30, _____

ATTENTION

Send the TE03 signature page with each TE04 STUDENT LIST and distribute as per directions below.

1. **Goldenrod** copy to the county treasurer or driver license examiner, if examiner sells receipts. (Beginning of program or in CDT Program, Issuance of TELL)
2. **Green** copy to the county treasurer or driver license examiner, if examiner sells receipts. (Conclusion of program)
3. **White** copy to the Office of Public Instruction, Traffic Education Programs. See number 8 below. (Conclusion of program)
4. **Pink** copy for school records. (Retain for your files)

DIRECTIONS:

1. This form, Certification (TE03), must be attached to the Student List (TE04).
2. This is carbon sensitive paper. Write so that all copies are legible.
3. Indicate on the Student List (TE04) page(s) those students who are participating in your state-approved Traffic Education Program.
4. List names alphabetically, last name first AS THE NAME APPEARS ON THE BIRTH CERTIFICATE.
5. Provide accurate birthdate as verified on the birth certificate.
6. **Notice of Participation:** (Goldenrod) Toward the beginning of your program, complete the columns in Section A and those applicable in Section C of the Student List (TE04). Sign Certification A (below) before forwarding the goldenrod copies of the TE03 and TE04 forms for licensing purposes.
7. **Notice of Completion:** (Green) At the conclusion of your program, complete Section B and C of the Student List (TE04) and sign Certification B (below) before forwarding the green copies of the TE03 and TE04 forms for licensing purposes. Only schools certified in the CDT program are to use the "waive test" columns.
8. **Reimbursement Request:** (White) At the conclusion of your program, complete Certification C (below) and forward the white copies of the TE03 and TE04 forms to the attention of: **Office of Public Instruction, Traffic Education Programs, PO Box 202501, Helena, MT 59620-2501.**
9. **RETAIN THE PINK COPY FOR YOUR SCHOOL RECORDS.**

School: _____

City: _____

CERTIFICATION

☐ Non-CDTP Program

☐ CDT Program Notice of Issuance of TELL (Traffic Education Learner License)

A. NOTICE OF PARTICIPATION (Goldenrod)

I certify that the students listed in Section A, Student List, TE04, Pages 1-____ are participating in our state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction. If this is a Cooperative Driver Testing Program, I further certify that this program is in full compliance with the Cooperative Driver Testing Program of the Department of Justice and that TELL permits have been issued to the students indicated herein on TE04.

Signature, District Administrative Official

Title

Daytime Phone

Date

B. NOTICE OF COMPLETION (Green)

I certify that the students with completion dates indicated in Section B, and marked "Yes" in Section C, Student List, TE04, Pages 1-____, have successfully completed our state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction, and are eligible for licensing upon reaching the required minimum age.

Signature, District Administrative Official

Title

Daytime Phone

Date

C. REIMBURSEMENT REQUEST (White)

I certify that the students checked successful or unsuccessful in Section C, Student List, TE04, Pages 1-____, have completed our state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction and are eligible for state reimbursement.

Signature, District Administrative Official

Title

Daytime Phone

Date

Questions? Call (888) 231-9393 ext. 4432

Goldenrod - Notice of Participation - Send to County Treasurer or Driver License Examiner; Green - Notice of Completion - Send to County Treasurer or Driver License Examiner; White - Reimbursement Request - Send to OPI's Traffic Education Office; Pink - School Copy - Retain for Your Records
TE03 (01/09)